

Western Kentucky University

Senate Executive Committee (SEC) Meeting Minutes

February 6, 2017 -- 3:15 p.m.

WAB 227 - AA Large Conference Room

A. Call To Order

1. A regular meeting of the WKU University Senate Executive Committee was called to order by Chair Kate Hudepohl on Monday, February 6, 2017 at 3:15 P.M.
2. A quorum was present: Lori Alexander, Heidi Álvarez, Amber Scott Belt, Thad Crews, Susann Davis, Laura DeLancey, Claus Ernst, Ann Ferrell, Kate Hudepohl, Andrea Jenkins, Molly Kerby, David Lee, James Line, Richard C. Miller, Patricia Minter, Jay Todd Richey, Julie Shadoan, Matt Shake, and Liz Sturgeon.

B. Approve January 9, 2017 SEC Meeting Minutes

1. A motion to approve the January 9, 2017 minutes by Molly Kerby was seconded by Susann Davis.
2. Andrea Jenkins and Lauren McClain added their names to the attendance roster from January 9th.
3. There were no other edits. The minutes were approved unanimously with this friendly amendment.

C. Officer Reports

1. Chair (Kate Hudepohl)
 - a. The senate budget shared at the January Senate Executive Committee meeting will get posted for the February University Senate Meeting. The carry over money is released in portions and we will be able to say what we have. The recurring amount is over \$5000.
 - b. Chair Hudepohl has updated the approvals on the website for the provost-endorsed actions out of senate. The corrected consensual relations policy will be posted soon.
 - c. Items for the Senate Meeting Agenda are due by this Thursday.

- d. The motion on the agenda from the Special Called Meeting of the University Senate requested that Faculty Regent Burch share with the Board of Regents at their meeting on January 27, 2017. The motion passed at the Special Called Meeting of University Senate, January 26, 2017 reads as follows:

University Senate requests that Faculty Regent Burch share with the Board of Regents at their meeting on January 27, 2017 our welcome to the new president, Dr. Caboni, and ask that she let the Board of Regents know that Senate intends, if ratified, to share with the incoming president a document that summarizes our hopes and concerns as a starting point for the faculty relationship with him.

Further, University Senate resolves that we draft the document and give it to the incoming president shortly.

- Patricia Minter stated that the people there took it seriously and gave excellent feedback, candid thoughts, and great insights.
- Chair Hudepohl said she appreciated people's comments, especially Audrey Anton's points. She thanked Doug Smith for taking minutes, because the meeting was not recorded. Chair Hudepohl suggested referring the motion to Academic Quality or a standing committee to generate something to consider.
- Ann Ferrell said she wonders if Academic Quality is the right venue. Patricia Minter said that they might need to work collaboratively with the Faculty Welfare Committee. This is a just a blueprint and it needs to be right. Chair Hudepohl said that Dr. Caboni is wanting to get feedback. Patricia Minter said that Faculty Welfare can devote a whole meeting to it. Chair Hudepohl said that she would like to have something prepped and ready. One senator at the special meeting suggested focusing on what we want to accomplish.
- Patricia Minter made the following motion:

The Senate Executive Committee requests that the Faculty Welfare and Academic Quality Committees to work jointly and to draft a document that captures the discussion from the Special Called Meeting of the Senate on January 26, 2017. The document will be presented to the Senate Executive Committee with the intention that the approved document will be forwarded to President Timothy Caboni.

- The motion was seconded by Susann Davis.
- There was no further discussion.
- The motion passed unanimously.

- e. Chair Hudepohl reported that she received a large number of emails and hall talk regarding the refugee travel ban.
- A faculty member from one of the countries on the list who is a United States citizen is very upset about the executive order.
- There is a large concern about the tone and tenor of what is going on. Chair Hudepohl was drawn into informal groups and contacted Provost Lee on Monday.
- There is no formal statement from our president yet.
- We will talk about this during new business today.
- Chair Hudepohl said she is concerned as the Chair of the Senate and thinks the University Senate should do something about the hateful words that were written on campus. What are we going to do about this? We have students here who are potentially vulnerable to the current administration in the United States. Chair Hudepohl said she feels personally that we should say something and do something. What can and should Senate do? We should talk about this. There is talk of being a sanctuary campus; do we have things we can do for students who are stranded here?
- Richard C. Miller said that there are three faculty affected; two faculty members are from identified countries. One leaves in May. One is making progress toward a green card and is OK as long as she does not leave the country. There is one with dual citizenship. As long as they are here, they are OK, but they will assume risk if they leave the country. With students, it is a different matter.
- Jay Todd Richey said that the Student Government Association is also wondering what they can do. The President's statement is absent of action. Jay Todd Richey said that the Student Government Association at WKU has looked at what other universities have done. The WKU Student Government Association reached out to students and requested funding for an event for them to know they are welcome on campus. There is concern about parents being able to be there for commencement.
- Chair Hudepohl said that this is serious and is a bad tone to set on a university campus. We have concerns and will make calls to departments on campus to focus on what we are doing, such as a unity march on campus.
- Vice Chair Shadoan reported that WKU Student Legal Services has a list of attorneys and what to do and not to do. They provide this list for students who come in. Statements will be going up online this week.
- Chair Hudepohl said we need a spearhead to focus what we are doing. What if a student is stranded? What resources will we provide?

- Patricia Minter said that she has spoken with many Muslim students on campus in her office. There is much misinformation.
- Patricia Minter asked Vice Chair Shadoan if the attorneys are working pro bono. Vice Chair Shadoan said that the attorneys agreed to do the work at a reduced rate. Patricia Minter said that there are twenty attorneys through the ACLU who have agreed to do pro bono work. There are a lot of volunteers out there.
- Patricia Minter said she would have liked to see the administration put out something for advocacy that contains a statement of what the university is about, five concrete things that we are doing and a campus commitment to how we will help. For example: (1) providing legal counsel; (2) access to legal counsel; (3) something in residence life not charged to a bill; (4) counseling; (5) a panel discussion with attorney, staff, etc. Patricia Minter said she will draft something to present to the University Senate that is denouncing the executive action from the University.
- Provost Lee added that the President and Provost spent over two hours with students from these countries. Some of their concerns included: (1) getting money into the country; (2) consequences of traffic tickets; (3) parents not being able to attend commencement; (4) residency in Saudi requires them to go back one time each year – they would not be able to come back. Provost Lee said he found a broader understanding.
- Chair Hudepohl asked what are practical things that we are doing to help these students? These are human beings in need.
- Patricia Minter suggested a more tangible action framed in human rights terms. She used Western Michigan University as an example. Patricia Minter thinks through listening to the non-seven-state students, they fear this is just the tip of the iceberg. She thinks it is time for Senate to make a statement about who we are. She hopes we can get on board with that. It is the antithesis of academic freedom.
- Chair Hudepohl said that Senate works slowly and by consensus. The stay on the ninth circuit has bought our body some time.
- Jay Todd Richey said that the Student Government Association passed a statement that has not yet been released due to some changes and is holding an event on February 10th.
- Claus Ernst suggested having the University Senate sign the academics petition. Patricia Minter said she thinks it could be counterproductive. She thinks it is easier to speak through a larger body versus signing as an individual. The representative body as a whole makes a stronger statement.
- Thad Crews said he would like the statement to be positive instead of negative. He wants it to infer what we stand for rather than what we stand against.

2. Vice Chair (Julie Shadoan)

- a. Vice Chair Shadoan said that the Departmental Senate election takes place in February of odd years. It goes to the college representatives to the Deans to the Senate Executive Committee. She will report back on this by March 21.
- b. The University Academic Complaint Committee will now be populating every two years. We will repopulate it this spring. There is an elected pool from senate comprised of 4 faculty and 2 students. If Vice Chair Shadoan can get names from the colleges, this election will come up in March.
- c. Richard C. Miller asked if we can get the names of the representatives for Student Government Association near the end of the spring semester instead of the fall. Jay Todd Richey said yes, it is possible; there are thirty-six members of the Student Government Association and eighteen of them are elected in the fall. Richard C. Miller said this would be helpful so we can start meetings as soon as possible as soon as the fall semester begins. Vice Chair Shadoan said that she also gets one student and one alternate. Richard C. Miller clarified that the Student Government Association also elects some.

3. Secretary (Heidi Álvarez) No report.

D. Committee Chair Reports

1. Academic Quality Committee (Ann Ferrell): No Report.
2. Faculty Welfare and Professional Responsibility Committee (Patti Minter):
 - a. Patricia Minter said that there is no formal report, but the Faculty Welfare and Professional Responsibility Committee has been working on two things, a Gender Equity Salary Study that she will report back later on; and revisions to the Faculty Worklife Study, which will launch after spring break.
 - b. Provost Lee asked about the Title IX Syllabus Statement.
 - Patricia Minter said she brought it back to the committee and she thinks it is out of their purview. The committee wants to know if they should work in collaboration.
 - Chair Hudepohl said it was endorsed by a majority by the University Senate. Provost Lee endorsed it with a comment over Faculty-All email. He took it as a recommendation, not something that was mandatory.

- The question is whether Academic Quality should also examine it. There are no precedents, and Patricia Minter said she did not know there was a syllabus policy. Faculty members do not have to put it on there, but Patricia Minter said she thinks it should be on there. Any statement that pertains to federal law should be included.
- Provost Lee said he sees it as a professional recommendation rather than a formal policy.
- Molly Kerby said that this one was not specifically academic; she thinks that Faculty Welfare is more appropriate.
- Vice Chair Shadoan said she thought Academic Quality was already looking at it; she thinks that Sharon Mutter wants to look at it.
- Molly Kerby suggested having it on a website; ie., these are federal and these are not, with a good wording suggested by the university for ADA, Title IX, and safe spaces on campus.
- Amber Scott Belt said that she is working on a landing page now, and it might be ready by the next Senate Executive Committee meeting.
- Provost Lee said that this link might be valuable to students and we will bring it in March.
- Vice Chair Shadoan suggested an automatic tab on Blackboard. Amber Scott Belt said that there was a meeting last week about that; they gave them some great ideas, but did not receive the idea at that point. Vice Chair Shadoan suggested calling it something other than a resource link. Amber Scott Belt said that the link will be called “Syllabi Information” and Academic Affairs will maintain it. They hope to bring it to the March Senate Executive Committee meeting.
- Chair Hudepohl asked which committee should handle it? Patricia Minter said that the statement about Title IX on the syllabus originated through Andrea Anderson. As it now stands, we have to modify the syllabus policy to make anything required by federal law to be mandatory on the syllabus. Patricia Minter said that something will need to be done about the syllabus policy.
- Matt Shake said that the syllabus is an academic document, so he can see why it could be both Academic Quality and Faculty Welfare.
- Patricia Minter made the following motion:

The Senate Executive Committee requests that the Faculty Welfare and Professional Responsibilities Committee and the Academic Quality Committee to work jointly to thoughtfully consider the syllabus policy (Policy 1.4061 Syllabus Policy).

- The motion was seconded by Julie Shadoan.
 - There was no more discussion.
 - The motion for Faculty Welfare and Academic Quality Committees to work collaboratively to thoughtfully consider the syllabus policy passed unanimously.
4. Budget and Finance Committee (Claus Ernst): See attached
- a. **Revised budget statement**
- On this updated budget proposal, the numbers are rough estimates.
 - Claus Ernst asked if we want to take this forward to Senate. He said that these are all three big items and should be thought of in light of the new president. It might be wrestled with over several years.
 - Number one deals with having adequate staff support and administrative support, with staff support first and course release second.
 - If we endorse it, it would go forward as an action item.
 - Richard C. Miller asked why \$4,500 instead of \$3000? Claus Ernst said that these things are debatable. Richard C. Miller said that it is inconsistent with course release during the academic year for an overload. Claus Ernst responded that \$3000 is not adequate. Richard C. Miller said he thinks it should be consistent. Provost Lee said that he sees it as a starting place for negotiation. Claus Ernst said that \$3000 is a low number and not the proportion of what an extra course would be. Richard C. Miller suggested putting it as a stipend rather than an equivalent. Laura DeLancey asked if it could be a friendly amendment. Patricia Minter suggested approving it as written and to present what we want the offer to look like. Claus Ernst said that rounded figures will be used to negotiate. The university charges for a course buyout in grant writing and he understands that. Course buyouts are not comparable to a course overload. Richard C. Miller suggested writing that the amount of work is equivalent to “x” – without saying “course buyout”.
 - Julie Shadoan said that she is concerned that if #1 is a clear priority, should we see how that pans out first? She thinks a staff person will significantly lesson the workload. Claus Ernst said that we should not reduce our offer before asking Academic Affairs for it. If we scratch it, we certainly will not get anything. Chair Hudepohl said she thinks we should leave it as it is because the workload is an issue. We are not being compensated for it.

- Claus Ernst said that the details will be negotiated between the individual and the department. They will be compensated as if they were teaching a 1-1 load; this empowers the person the strength to negotiate. Provost Lee said that a course release over a stipend is his preference. Claus Ernst said that he agrees, because time is of essence. He added that the committee can also vote to give it to the Provost and see what happens.
- Thad Crews said he thinks that the point can be missed at senate. Patricia Minter said that we need to have a unanimous vote from this committee; she urges a vote of solidarity and to stand firm in senate. She thinks it is a good first offer as it stands. Thad Crew suggested a direct negotiation with the Provost rather than going to senate.
- Molly Kerby made a motion to send Claus Ernst's proposal directly to the Provost.
- The motion was seconded by Laura DeLancey.
- There was no more discussion.
- The motion to send the Budget and Finance Committee proposal directly to Provost Lee passed unanimously.

b. **Resolution - Administrative Council Representation**

- Claus Ernst was a member of a committee called the Budget Council in the early 1990's. There were representatives from the Staff Council and from the University Senate. Each year, there was new money and the committee divvied up who gets what and sent a recommendation to the President. The committee still exists nominally; Eric Reed is on it. The committee has not met to talk about an actual budget. When Claus Ernst was on it, the committee first met in January to get started and is sure that there is already some discussion going on. The second motion is for the University Senate to have a stake in the budget planning process. The first resolution is in dealing with the current solution, how are budget decisions being made and who do they go through? On the administrative council, David Lee and Brian Meredith would have a vote. There are two seats on the Administrative Council on the budget, which is a large underrepresentation. Do faculty get a voice in this, or does it get decided on in a closed room? There was criticism of some decisions that were made, ie. removal of the BSA's from the health plan, which cost us \$2,000. The first resolution gives a faculty voice in the budget discussion.
- Jay Todd Richey asked what other universities do this. Claus Ernst said that this is rather unusual, but there is a history here at WKU that has been removed.

- Patricia Minter said that the Athletic Director on the Administrative Council is very unusual. Five is not unusual: Provost, Chief Diversity Officer, Vice President of Development, etc. Kate Hudepohl said that our is twelve people.
- Julie Shadoan made a motion to accept Claus Ernst's proposal.
- The motion was seconded by Andrea Jenkins.
- The makeup varies from one institution to another, but they do not make decisions. This may not fly.
- Claus Ernst said that we are well aware of this but this is the body we could find that is closest to what makes decisions that affect us.
- Provost Lee clarified that we don't "vote" on the budget decisions. He is sympathetic but does not feel outnumbered.
- Laura DeLancey said that we want academics to be taken more seriously.
- There was no more discussion.
- The vote on Resolution #1 was unanimous and it will go forward to senate.

c. **Resolution - Collaborative Fiscal Planning**

- Susann Davis made a motion to endorse the Resolution on Collaborative Fiscal Planning.
- The motion was seconded by Patricia Minter. Patricia Minter stated that it is a fantastic resolution and that we should green light it. It says exactly what it is supposed to say.
- There was no more discussion.
- The Collaborative Fiscal Planning Resolution passed unanimously.
- Chair Hudepohl said that the resolution has to go through senate, then straight to the President, but she will copy the Provost in this correspondence.

5. Colonnade General Education Committee (Marko Dumančić): No Report.

6. **Graduate Council (Shannon Vaughan): Report Posted**

- a. Shannon Vaughan made a motion to approve the Graduate Council report as posted.

- b. The motion was seconded by Molly Kerby.
 - c. There was no discussion.
 - d. The Graduate Council Report passed unanimously.
7. **Undergraduate Curriculum Committee (Liz Sturgeon): Report Posted**
- a. Liz Sturgeon made a motion for endorsement of the Undergraduate Curriculum Committee report.
 - b. Susann Davis asked about the rewrite halfway down: “In addition , all students will be required...for colonnade program” She does not understand why that is there. The Colonnade language requirement includes ASL. She has never heard this terminology “same international language.” She asked for Alex Poole to clarify what this meant. She wants to know if it serves a purpose and wants to know if it should be pulled.
8. Faculty Handbook Committee (Patricia Minter presenting for Margaret Crowder): Report Posted
- a. Patricia Minter presented the Faculty Handbook report on behalf of Margaret Crowder.
 - b. There are four substantive changes.
 - c. The reports are from two November meetings.
 - d. Richard C. Miller asked about his proposal from November 2 under #2, Salaries and Paychecks. It says still in need of policy information to link new item. It says “awaiting more information.” Patricia Minter said this did not make the Senate agenda but they have that information now.
 - e. **November 2nd Report**
November 21st Report

There were two separate motions to include the November 2nd and November 21st meetings.

- f. Patricia Minter made a friendly amendment to correct the date on the second document, the November 21st document.
- g. The November 2nd and November 21st documents both passed unanimously.

h. There are four action items:

i. **01-2017 Substantive Change**

- 1.01-2017 proposes detailed, explicit wording for absentee ballots on voting on promotion.
- Patricia Minter made a motion to endorse it.
- Claus Ernst seconded the motion.
- Provost Lee said that this addresses that we can do absentee ballots on promotion.
- Patricia Minter said that it also gives detailed information on how to do it.
- There was no more discussion.
- 01-2017 passed unanimously.

j. **02-2017 Substantive Change**

- 01-2017 Decision for Denial of Promotion for Instructors deals with a timeline for informing candidates about decisions and denial for promotion. They have to appeal to the Provost within 30 days of receipt.
- Patricia Minter made a motion for approval of 02-2017.
- Molly Kerby seconded the motion.
- There was no discussion.
- 02-2017 passed unanimously.

k. **03-2017 Substantive Change**

- 03-2017 deals with a promotion deadline for tenure track. The appeal has to be filed within 30 days after the notification by the president. This is more for the person being denied because they will know what the clock is.
- Patricia Minter made a motion for approval of 03-2017.
- The motion was seconded by Ann Ferrell.
- There was no discussion. 03-2017 passed unanimously.

1. 04-2017 Substantive Change

- 04-2017 instructor ranks has a wording change to make clear when the application takes place and which years the application covers.
- Patricia Minter made a motion to approve 04-2017.
- The motion was seconded by Heidi Álvarez
- There was no discussion.
- 04-2017 was approved unanimously.

9. Ad Hoc Committee of Senate Charter Revisions: Draft Posted

- The last committee report is a reminder of the Senate Charter revision. It is a non-substantive clarification from Senator Mutter about voting rights from those in underrepresented colleges.
- It will have its second reading in February.
- Page 14 under #6 is now under #5. The red in the “new 6” was added. It is as non-substantive change.
- It will come back for its second reading and it does not require a vote today.

E. Advisory Reports

1. Faculty Regent (Regent Burch)

- a. No report. Regent Burch is not here.

2. Academic Affairs (Provost Lee)

- a. Provost Lee said that he went to a conference in California, the winter ASCU Provost Meeting, with Regent Burch. There were over 600 people there. Student success was a big topic of that meeting.
- b. Patricia Minter asked about if there was any discussion of the budget shortfall and implications. Provost Lee said that Ann Mead is getting close to a number on that and will begin discussions in the next few weeks.

- c. Kate Hudepohl asked Provost Lee if anything was found out about if CAD is doing something about a Social Media Policy. Provost Lee responded that there is no formal policy in place. We do have a branding manual that speaks to some of this. Patricia Minter said there was as discussion about social media use at WKU brand. Amber Scott Belt said that Corie Martin is the director and oversees and directs it. Patricia Minter said that there was pushback on this at senate. Chair Hudepohl said there was a staff member who got demoted or switched positions. The WKU Herald said that the university was going to look at this. Can there be backlash if faculty are friends with alumni or students on social media? Patricia Minter said the name of the alumnus who complained about the person was published. Susann Davis read what the WKU Herald Article said. http://wkuherald.com/news/greek-advisor-removed-after-election-tweets/article_acea0256-9074-5d0b-a1c0-9f0b04c21e75.html The director of web services said it is not a mandate but a best practice.

F. Old Business:

1. There was no old business.

G. New Business:

1. Policy 1.1035 Emeritus Status

- a. Molly Kerby made a motion to endorse Policy 1.1035, Emeritus Status.
 - b. The motion was seconded by Patricia Minter.
 - c. This Policy deals with the title “Emeritus” from this point forward.
 - d. There was no discussion.
 - e. Policy 1.1035 passed unanimously.
2. There was no more new business from the floor, but Patricia Minter said that she will draft something related to Chair Hudepohl’s report.

H. Information Items:

1. There were no information items.

I. Motion to Adjourn:

1. With there being no new business on the floor, a motion to adjourn by Molly Kerby was seconded by Heidi Álvarez.
2. The meeting adjourned at 5:19 P.M.

Respectfully Submitted,

Heidi Álvarez, Secretary